Cincinnati Police Department
STAFF NOTES

January 02, 2007

Colonel Thomas H. Streicher, Jr., Police Chief

I N S I D E

1.   **ANNUAL DRIVER'S LICENSE VERIFICATION**

In accordance with Administrative Regulation #31 and Procedure 12.030, Vehicles: Assignment, Use, and Maintenance, each January district/section/unit commanders will ensure a QD (query driver's license) computer check is completed on all sworn and non-sworn employees under their command. Districts/sections/units are to photocopy the Driver's License Verification Form attached to these Staff Notes and complete the operator's license information on the form.

Once completed, retain a file copy and forward the original Driver's License Verification Forms to Police Personnel Section by January 31, 2007.

2.   **2007 ASSIGNMENT REPORT SCHEDULE**

Attached to these Staff Notes is the 2007 Assignment Report Schedule with the due dates for the districts/sections/units to submit assignment changes to Police Personnel Section.

3.   **SUGGESTION BOXES**

The Police Chief and senior command staff are encouraging Department employees to make suggestions to improve the efficiency and effectiveness of the Police Department. Beginning in January, 21 suggestion boxes will be placed in various districts/sections/units. A link entitled "Online Suggestion Box" has been placed on the Department Intranet for employees to submit suggestions electronically. Department employees may submit suggestions anonymously. Employees may also submit a confidential suggestion directly to the Police Chief by placing their suggestion in a sealed envelope marked "confidential."

The Police Chief's Executive Officer will have access to **all** suggestion boxes and make regular inspections of these boxes. District/section/unit commanders are responsible for maintaining the integrity and security of their suggestion boxes. Every Friday, district/section/unit commanders will personally collect the suggestions and forward these to Planning Section.

Planning Section will coordinate the submission of written and electronic suggestions to the Police Chief weekly. District/section/unit commanders and Planning Section will not open confidential suggestions.

4.   **COPSMART UPDATE**

Police Communications Section reminds all officers to properly **logoff** from the Mobile Data Computer (MDC) at the completion of their shift. Officers must properly logoff from the Packetcluster software. Logging off over the radio with the dispatcher does not satisfy this requirement.

Also, officers should only join those User Groups necessary. When an officer joins other User Groups, all hit announcements and status changes are given to each unit assigned to that group. Joining too many User Groups can greatly slow the MDC system down.

Lastly, officers are reminded to turn off the Hit Announcement command if they foresee running a large query. Everyone assigned to that unit's User Group will receive these messages. Officers are reminded of these functions:

SET/BROADCAST_HITS FALSE (Hit Announcement off)
SET/BROADCAST_HITS TRUE (Hit Announcement on)

Additional questions can be directed to Lieutenant Chris Matzen, Police Communications Section, at 263-8108.

DRIVER'S LICENSE VERIFICATION

EMPLOYEE NAME	LICENSE #/ TYPE/STATE	EXPIRATION DATE	RESTRICTIONS	DATE VERIFIED/ STATUS

District/Section Commander's Verification

2007
ASSIGNMENT REPORT SCHEDULE

EFFECTIVE DATE	DATE DUE
01/14/07	01/11/07
02/11/07	02/08/07
03/11/07	03/08/07
04/08/07	04/05/07
05/06/07	05/03/07
06/03/07	05/31/07
07/01/07	06/28/07
07/29/07	07/26/07
08/26/07	08/23/07
09/23/07	09/20/07
10/21/07	10/18/07
11/18/07	11/15/07
12/16/07	12/13/07